

**Minutes of Regular
ISD 877 Board of Education
Buffalo-Hanover-Montrose Schools**

Monday, August 28, 2017
Board Room, 214 1st Avenue NE, Buffalo
7:00 PM

1. CALL TO ORDER by Chair Dave Wilson at 7:00 p.m. AND ROLL CALL
Present: Sue Lee, Dave Wilson, Laurie Raymond, Stan Vander Kooi
Absent: Ken Ogden, Bob Sansevere
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment -
 - C. Approval of Agenda
Lee/Raymond to approve
Motion carried 4-0
3. COMMUNICATIONS
 - A. Student Council – Jack Oistad. August 30th is open house and student council volunteers. Theme is Bison Battles and provides for additional battle dress-up days. Make a Wish is the MASC charity for this year and plans are being made for fundraising events.
 - B. Proud Of
 1. 2017 Scholastic Press Association. Marks of distinction were received in all five areas of judging - Essentials, Coverage, Writing and Editing, Design and Photography, in addition to scores in each category that placed among the top 5% of all books submitted. Editors in Chief were Mac Loomis and Molly Jungwirth and Meghan Cahill was the Managing Editor. The 2018 Staff have already received a 1st Place recognition at this summer's Balfour Publishing Camp.
 - B. Board Calendar Dates
 1. Wednesday, August 30, 2017 District Welcome Back 9:00 a.m. BHS PAC
 2. Monday, September 11, 2017, Board Workshop 4:30 p.m. MESI
 3. Monday, September 25, 2017, Board Meeting 7:00 p.m. Board Room
4. CONSENT AGENDA

A. Personnel Consent Agenda

APPOINTMENT – All appointments are contingent upon satisfactory completion of a criminal background check. Approve the following appointments:

1. Denise Kaeter, substitute Science Teacher at Buffalo Community Middle School, effective September 5, 2017 and ending March 30, 2018. This is a replacement for Jackie Peck.
2. Ron Stoesz, substitute Science Teacher at Buffalo High School, effective August 28, 2017 and ending on or about December 21, 2017. This is a replacement for Jenn Scheedy.
3. Samantha Nissen, Special Education Teacher, .5 FTE at Tatanka Elementary and .5 FTE at Discovery Elementary, effective August 21, 2017. This is a replacement for Nancy Buselmeier.
4. Hope Bauer, Kindergarten Teacher at Hanover Elementary, effective August 21, 2017. This is a new position.
5. Sandra Villarreal, Special Education Teacher at Northwinds Elementary, effective August 21, 2017. This is a replacement for Stephanie Graf.
6. Kelly Myrvik, Special Education ESP at Montrose Elementary, effective September 5, 2017. This is a new position.
7. Kelly Bimson, Special Education ESP at Buffalo High School and PRIDE, effective September 5, 2017.
8. Jamie Keleher, Special Education ESP at PRIDE, effective September 5, 2017.
9. Alexandra Skaalerud, Special Education ESP at PRIDE, effective September 5, 2017.
10. Amanda Gregoire, Special Education Teacher at Parkside Elementary, effective August 28, 2017. This is a rehire.
11. Kayla Pesola, Title I Teacher at Parkside Elementary, effective August 28, 2017. This is a rehire.
12. Chad Maenke, Special Education ESP at Northwinds Elementary, effective September 5, 2017. This is a new position.
13. Kirk Lomker, Health Office ESP at Buffalo High School, effective September 5, 2017. This is a replacement for Jenny Holovnia.
14. Brittany Doboszanski, wRight Choice ESP at Buffalo High School, effective September 5, 2017. This is a replacement for Jamie Keleher.
15. Tami Peterson, substitute 4th Grade Teacher at Parkside Elementary, effective August 28, 2017 and ending November 17, 2017. This is a replacement for Bridget Hanson.
16. Craig Schafer, Title I Teacher at Montrose Elementary, full-time for 146 Student Days and 12 Staff Development Days, effective August 28, 2017 through June 8, 2018.
17. Jackie Stifter, Physical Education Teacher at Buffalo High School, effective August 28, 2017. This is a replacement for Nick Guida.
18. Loryssa Stefanich, Special Education ESP at Parkside Elementary, effective September 5, 2017. This is a new position.
19. Victoria Borell, Special Education/Supervisory ESP at Northwinds Elementary, effective September 5, 2017. This is a replacement for Deb

Schultz.

20. Heather Lawrence, Special Education ESP at Parkside Elementary, effective September 5, 2017. This is a replacement for Sharon Otremba.
21. Lyndsi Olinger, substitute ECFE Teacher, effective August 22, 2017 and ending November 3, 2017. This is a replacement for Jackie Fautsch.
22. Jenna Odegard, KidKare Aide at Tatanka Elementary, effective September 5, 2017.
23. Zachary Eder, KidKare Aide at Northwinds Elementary, effective September 5, 2017.
24. Samantha Sederstrom, KidKare Assistant at Tatanka Elementary, effective September 5, 2017.
25. Emily Zaragoza, KidKare Aide at Discovery Elementary, effective September 5, 2017.
26. Thomas Johnson, Special Education ESP at Buffalo Community Middle School, effective September 5, 2017. This is a replacement for Julie Fasching.

RESIGNATION/RETIREMENT – Approve the following resignation/retirement:

1. Jamie Floer, KidKare Assistant at Montrose, resignation effective August 3, 2017.
2. Sharon Otremba, Special Education ESP at Parkside Elementary, resignation effective August 3, 2017.
3. Julie Fasching, ESP at Buffalo Community Middle School, resignation effective August 1, 2017.
4. Debra Schultz, ESP at Northwinds Elementary, resignation effective August 8, 2017.
5. Andrea Doom, Special Education Teacher at Buffalo Community Middle School, resignation effective, July 21, 2017.
6. Kimberly Dierks, substitute teacher at Parkside Elementary, resignation effective August 18, 2017.
7. Renee Lutes, ESP at Buffalo Community Middle School, resignation effective August 18, 2017.
8. Tami Johnson, Secretary to the Director of Finance and Operations, resignation effective September 15, 2017.

TRANSFER/CHANGE IN ASSIGNMENT - Approve the following transfers/changes in assignment:

1. Nick Guida, from Physical Education Teacher to Assistant Principal at Buffalo High School, effective August 15, 2017. This is a replacement for Katie Gohl.
2. Tamra Otten, ESP at Buffalo High School, decrease from 7.5 to 7 hours/day, effective September 5, 2017.
3. Sue Nunn, ESP at Hanover Elementary, increase from 2 to 3 hours/day, effective September 5, 2017.
4. Jill Mischke, from Instructional ESP for 5 hours/day to Special Education ESP for 6 hours/day at Tatanka Elementary, effective September 5, 2017.

5. Renae Jacobs, ESP at Tatanka Elementary, from Special Education to Instructional, effective September 5, 2017.
6. Kathy Morgan, ESP, from 140 to 135 days, effective September 12, 2017.
7. Stephanie Graf, Special Education Teacher, from Northwinds Elementary to Buffalo Community Middle School, effective August 28, 2017. This is a replacement for Andrea Doom.
8. Joy Turner, wRight Choice Teacher at Buffalo High School, teach one additional section effective for the 2017-18 school year.
9. Anna Palmer, Special Education ESP at Parkside Elementary, additional .5 hours/day as Crossing Guard, effective October 9, 2017 and ending February 16, 2018.
10. Jamie Keleher, Special Education ESP at PRIDE, additional .25 hours/day as Transportation, effective September 5, 2017.
11. Dina Connelley, Special Education ESP at Buffalo Community Middle School, additional .25 hours/day as Transportation, effective September 5, 2017.
12. Dawn Przekurat, Special Education ESP at Buffalo Community Middle School, additional .25 hours/day as Transportation, effective September 5, 2017.
13. Raquel Groetken, Special Education ESP at Parkside Elementary, additional .25 hours/day as Transportation, effective September 5, 2017.
14. James Hulett, Special Education ESP at Parkside Elementary, additional .5 hours/day as Transportation, effective September 5, 2017.
15. Angela Boelter, Special Education ESP at Parkside Elementary, additional .25 hours/day as Transportation, effective September 5, 2017.
16. Jennifer Weese, Special Education ESP at Parkside Elementary, additional .25 hours/day as Transportation, effective September 5, 2017.
17. Jessica Rud, Special Education ESP at Parkside Elementary, additional .25 hours/day as Transportation, effective September 5, 2017.
18. Patti Armstrong, Special Education ESP at Parkside Elementary, additional .25 hours/day as Transportation, effective September 5, 2017.
19. Jane VanDorp, Special Education ESP at Parkside Elementary, additional .25 hours/day as Transportation, effective September 5, 2017.
20. Diedre Anderson, Special Education ESP at Buffalo High School, change in effective date from September 5, 2017 to October 23, 2017.
21. Michelle Kivi, District Accountant, from part-time to full-time, effective August 21, 2017.
22. Dana Pearson, Little KidKare Supervisor at MEEC, from 20 to 30 hours/week, effective August 8, 2017.
23. Amanda Wolford, KidKare from Aide to Assistant at Tatanka Elementary, effective September 5, 2017.
24. Nicole Goeb, KidKare, from Aide to Assistant at Hanover Elementary, effective September 5, 2017.

LEAVE OF ABSENCE – approve the following requests for leave of absence:

1. Jon Holtz, Art Teacher at Buffalo High School, request for leave of

absence effective September 19, 2017 and ending on or about January 2, 2018.

2. Heather Thomas, School Psychologist at Buffalo High School, request for leave of absence effective on or about January 20, 2018 and ending on or about April 9, 2018.

B. Check Disbursements

Payroll checks # 9000013754 through 9000014176, and 205157 through 205169, amounting to \$341,163.31. P-card disbursement checks 8000000172 to 8000000204, totaling \$95,577.73. Bill-pay wires 8000000126 through 8000000143. Employee reimbursement checks 9000000526 through 9000000583, and Accounts Payable checks 384800 through 384971, for the period of July 31 – August 21 as follows:

01	GENERAL FUND	1,480,931.20
02	FOOD SERVICE	12,313.16
04	COMMUNITY SERVICE	105,209.51
05	CAPITAL OUTLAY	404,941.66
06	NEW BUILDING	740,919.92
07	DEBT SERVICE	.00
09	ACTIVITY FUND	6,133.01
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	4,771.31
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$2,755,219.77

C. Electronic Fund Transfers

Date	Vendor & Purpose	Amount
07/26/17	Delta Dental – Dental Insurance	\$ 11,007.47
07/27/17	Bond Trust – \$10,845,000 2009 G.O. Bond	16,065.00
07/27/17	Bond Trust – \$20,340,000 2008 G.O. Bond	189,400.00
07/27/17	Bond Trust – \$3,855,000 2013 G.O. Bond	28,512.50
07/27/17	Bond Trust – \$31,215,000 2012 G.O. Bond	384,300.00
07/27/17	Bond Trust – \$32,620,000 2015 G.O. Bond	478,461.25
07/27/17	District #877 Employees – Employee Payroll	283,855.14
07/28/17	Chicago USA Tax Pmt – Federal Taxes	94,596.17
07/28/17	MN Public Employees Retirement Association	32,152.34
07/28/17	MN Teachers Retirement Association	21,106.94
07/31/17	Educators Benefit Consultants – Deferred Annuities	9,767.95
07/31/17	MN Dept. of Revenue - Garnishments/Child Support	141.50
07/31/17	MN Dept. of Revenue – State Taxes	14,366.67

08/02/17	District #877 Employees – Employee Reimbursement	68.96
08/02/17	District #877 Employees – Employee Reimbursement	446.22
08/02/17	District #877 Employees – Employee Reimbursement	501.97
08/03/17	Xcel Energy – Utility	8,225.22
08/03/17	Xcel Energy – Utility	117.97
08/04/17	BMO Corporate MasterCard – P-Card	121,351.99
08/04/17	Delta Dental – Dental Insurance	17,834.93
08/08/17	Select Account – Health Insurance	1,200.00
08/09/17	Delta Dental – Dental Insurance	7,895.80
08/14/17	Xcel Energy – Utility	3,556.97
08/15/17	Chicago USA Tax Pmt – Federal Taxes	114,540.74
08/15/17	Chicago USA Tax Pmt – Federal Taxes	77.12
08/15/17	District #877 Employees – Employee Payroll	432.68
08/15/17	District #877 Employees – Employee Payroll	329,612.86
08/15/17	MN Public Employees Retirement Association	34,742.74
08/15/17	MN Public Employees Retirement Association	70.56
08/15/17	MN Teachers Retirement Association	26,112.90
08/15/17	Select Account – Health Insurance	4,800.00
08/16/17	Delta Dental – Dental Insurance	14,581.87
08/16/17	District #877 Employees – Employee Reimbursement	1,023.00
08/16/17	eBay Inc.	38.21
08/16/17	Educators Benefit Consultants – Deferred Annuities	9,767.95
08/16/17	MN Dept. of Revenue - Garnishments/Child Support	141.50
08/16/17	MN Dept. of Revenue – Sales Taxes	153.00
08/16/17	MN Dept. of Revenue – State Taxes	<u>17,547.33</u>
	Total	\$ 2,278,575.42

D. Minutes - July 31, 2017 Regular Meeting and August 14, 2017 Special Board Meeting

E. Donations/Grants totaling \$200.00

Raymond/Lee to approve

Motion carried 5-0

5. ACTION ITEMS

A. Handbook Approval, Scott Thielman, Superintendent

1. BHS, PLC, BCMS, PRIDE, ECSE, ECFE, Volunteer

All handbooks were presented at the August Workshop. Since that time, the revisions have been made to the BHS and PLC handbooks regarding students on campus who are enrolled in PSEO classes.

Vander Kooi/Brings to approve

Motion carried 5-0

B. Epi-pen Comprehensive Plan - Policy 516 Reference, Gary Kawlewski, Director

of Finance and Operations

First reading took place at the July Board meeting. One revision has been made in the heart condition form referring to “authorized school personnel”. Parent notification is not required by law and staff has determined that the district will not require a signed form. LTFM funds which replaced Health and Safety funds, will cover the cost. A supply of 2 per building will be maintained.

Lee/Raymond to approve

Motion carried 5-0

C. Authorized Signers, Gary Kawlewski, Director of Finance and Operations

1. Official Depositories

The following authorization signatures are accepted by the official depositories- Dave Wilson – Chair, Melissa Brings – Clerk, Laurie Raymond – Treasurer, Scott Thielman, Gary Kawlewski, Miranda Kramer, Erica Fiske and Michelle Kivi.

Brings/Lee to approve

Motion carried 5-0

2. Bremer Trust Official Depository

Bremer Trust is named as the official depository of the district and the following are authorized to conduct transactions with the Bremer Trust on behalf of the school district – Scott Thielman, Gary Kawlewski and Miranda Kramer.

Vander Kooi/Raymond to approve

Motion carried 5-0

3. Electronic Fund Transfers

Following persons are authorized to make electronic fund transfers: Scott Thielman, Gary Kawlewski, Miranda Kramer, Erica Fiske and Michelle Kivi.

Brings/Lee to approve

Motion carried 5-0

D. Designation of Identified Official With Authority – MDE, Scott Thielman, Superintendent

Scott Thielman is designated as an Identified Official With Authority to comply with State Access Control Security Standards 1.0.

Lee/Vander Kooi to approve

Motion carried 5-0

6. REPORTS

A. Truth in Taxation, Gary Kawlewski, Director of Finance and Operations

Biggest impact will be LTFM formula allowance increase from \$292 to \$380 per

pupil unit which could generate approximately 2.255 million for fiscal year 2019. Second is the new School Building Bond Ag Credit which will provide a credit for the property owners who have more than one acre of land and we will receive those funds instead from the state. We will again seek to under levy in the debt service fund to spend down its fund balance. Recommendation will be to approve the “maximum” levy in September.

7. COMMITTEE REPORTS

SL – teacher negotiations

DW – SWMISD, teacher negotiations

Many attended the New teacher breakfast

8. SUPERINTENDENT'S REPORT

Thankful to all district staff who are working through the construction to make everything ready for students and parents for Open Houses and the first day of school.

Great feedback from the new teachers regarding their First Year Teacher Institute experience. ESPs also had a back-to-school day. Jamie Vollmer will be the keynote speaker for this year's Welcome Back.

9. OTHER

Vander Kooi/Brings to adjourn at 7:38 p.m.

Motion carried 5-0

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education